

APPENDIX D
FACILITIES SUPPORT

TASK: Facilities Support

SUBTASK: Maintenance and Repair of Buildings

THIS CHECKLIST: Utilization and Standards of Facilities

ORGANIZATION:

ACTION OFFICER:

REVIEWER:

DATE COMPLETED:

ASSESSABLE FOA: The specific manager responsible for using this checklist will be designated by the FOA Chief of the Logistics Office. The responsible principal and mandatory schedule for using the checklist will be reviewed and approved by the FOA Commander.

EVENT CYCLE 1: Usage of Buildings

Step 1. Ascertain the number of buildings not being utilized.

Risk: Costs for maintenance and energy consumption will increase where a program is not established to reduce the number of buildings serviced.

Control Objective: Minimize the number of buildings required to perform assigned missions.

Control Technique: Identify buildings, determine how they are used, and recommend consolidations.

Test Question:

1. Have any buildings and structures retained in inactive status been returned to GSA?

Response: YES___NO___NA___
Remarks:

2. Have buildings for which there is no foreseen use been programmed for disposal?

Response: YES___NO___NA___
Remarks:

Step 2: Ensure provisions for handicapped persons are made.

Risk: Loss of performance of personnel who could provide a major contribution will be felt as the result of architectural barriers.

Control Objective: Problems are detected and corrected before they hinder the handicapped.

Control Technique: Examine accessibility and other constraints of facilities; analyze past project requirements and the application of handicapped standards to meet these needs; develop follow-up reporting in the utilization of handicapped provisions made in constructed facilities; compare actual usage to determine applicability for like facilities planned in the future; provide guidance in the form of updated instructions, standards, and procedures.

Test Question: Do alterations, extensions, or new construction projects contain provisions for the physically handicapped according to PL 90-480?

Response: YES___NO___NA___
Remarks:

EVENT CYCLE 2: Analysis of estimated standards as applied to facilities.

Step 1: Develop parameters for evaluating the effectiveness of standards.

Risk: As a result of maintaining facilities to a standard higher than required, funding resources are subject to waste.

Control Objective: Means are provided to determine how buildings and structures are being maintained to ensure that the level of maintenance is commensurate with current or future use of facilities.

Control Technique: Examine records, tabulate the level of maintenance and repair performed on the selected facilities; compare the level of maintenance for each facility with the established standard and determine the degree to which the standard has been applied.

Test Question:

1. Are buildings and structures maintained to assure their most economical and efficient use?

Response: YES___NO___NA___
Remarks:

2. Are buildings and structures scheduled for specific mobilization requirement maintained as prescribed by AR 210-17 or appropriate industrial mobilization planning guidance?

Response: YES___NO___NA___
Remarks:

3. For excess facilities, have maintenance and security measure been taken to ensure against fire hazards?

Response: YES___NO___NA___
Remarks:

4. Are buildings located on a site planned for new construction within 5 years maintained as necessary to provide a safe environment for occupants?

Response: YES___NO___NA___
Remarks:

5. Has the installation, maintenance, and repair of miscellaneous items of installed equipment and equipment-in-place been performed?

Response: YES___NO___NA___
Remarks:

Step 2: Analyze the application of specific standards.

Risk: Inefficient use of resources will ensue where standards are not applied.

Control Objective: Maximum use of standards where applicable.

Control Technique: For each standard, analyze plans, specifications, and maintenance records to identify the need to use the standard. Determine the number of times it was employed, compare the information obtained to determine the actual application and acceptability for each standard.

Test Question:

1. Are enclosed crawl spaces where excessive dampness exists and

EP 700-7-1(FR)
1 Dec 90

having wood or metal framing covered with suitable vapor barrier and provided with under the floor ventilation?

Response: YES___NO___NA___
Remarks:

2. Is standing water in crawl spaces removed either by drainage or automatic sump pump?

Response: YES___NO___NA___
Remarks:

3. Is the ground around the perimeter of building graded to provide drainage away from foundations and splash blocks placed to divert flow of downspouts?

Response: YES___NO___NA___
Remarks:

4. Are personnel performing elevator inspection certified per AR 420-15 or GSA guidelines?

Response: YES___NO___NA___
Remarks:

5. Are entrance vestibules and/or air curtains installed where the energy conserved in heating and/or air conditioning will amortize the cost within 10 years or within the life expectancy of the facility, whichever is less, or where unusual wood and dust factors prevail?

Response: YES___NO___NA___
Remarks:

6. Do doors in exit ways or leading to exit ways open in the direction of travel under certain selected conditions?

Response: YES___NO___NA___
Remarks:

7. Do screen doors swing outward and, where considered with outward swinging exit doors, are vestibules provided?

Response: YES___NO___NA___
Remarks:

8. Has spot repair or partial replacement of floors used and materials similar to those installed in the existing construction?

Response: YES___NO___NA___
Remarks:

9. Does thermal insulation, including covering, jacket or vapor barrier, have a flame spread rating not higher than 25 and smoke rating not higher than 50 by ASTM E-84 except at modified in masonry walls or in certain noncombustible roofdeck construction?

Response: YES___NO___NA___
Remarks:

10. Have partitions been arranged to permit protected egress to the outside?

Response: YES___NO___NA___
Remarks:

11. Where acoustical material has been used, will it meet the fire requirement for thermal insulation?

Response: YES___NO___NA___
Remarks:

12. Has acoustical material been installed with fasteners which will not fail as long as the material remains in place when exposed to fire?

Response: YES___NO___NA___
Remarks:

13. Is inspection, testing, and maintenance of overhead cranes, hoists, and job cranes conducted in accordance with American Standards Association Safety Code (No. ASA B30.2-1943 and ANSI B30.2.0-1967, as amended)?

Response: YES___NO___NA___
Remarks:

14. Has painting been accomplished only on an as-needed basis and limited to the number of coats necessary to obtain hiding and/or protection?

Response: YES___NO___NA___
Remarks:

EP 700-7-1(FR)
1 Dec 90

15. Have exteriors of buildings programed for continuous use been painted only after selected components are placed in a state of good repair?

Response: YES___NO___NA___
Remarks:

16. Have repainting cycles been extended as much as practicable?

Response: YES___NO___NA___
Remarks:

17. Have permanent records of painting been kept?

Response: YES___NO___NA___
Remarks:

18. Have roof repairs and re-roofing conformed to TM 5-617?

Response: YES___NO___NA___
Remarks:

19. Have roof coverings been inspected annually?

Response: YES___NO___NA___
Remarks:

20. Are gutters and valleys periodically cleaned?

Response: YES___NO___NA___
Remarks:

I attest that the above listed internal controls provide reasonable assurance that Corps resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the internal controls for this subtask throughout the Corps are adequate.

Director, Directorate of Logistics Management HQUSACE FUNCTIONAL
PROPONENT

I have reviewed this subtask within my organization and have supplemented the prescribed internal control review checklist when

warranted by unique environmental circumstances. The controls prescribed in this checklist, as amended, are in place and operational for my organization (except for the weaknesses described in the attached plan, which includes schedules for correcting the weaknesses).

OPERATING MANAGER (Signature)